Audio Profile Setup

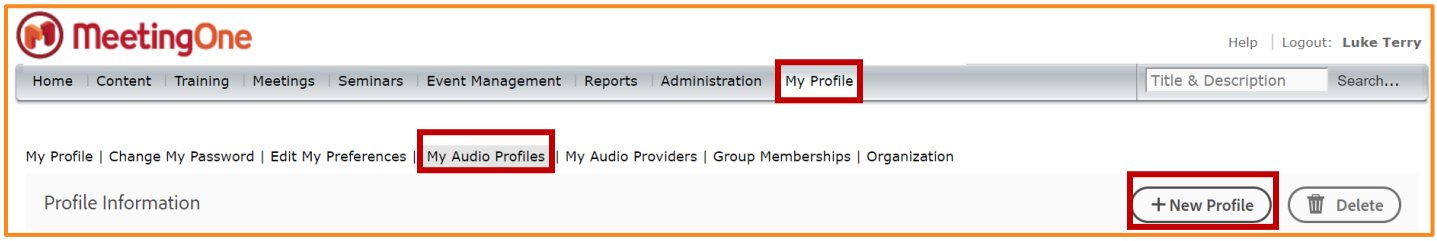
Follow these steps below to set up your **Audio Profile** in Adobe Connect

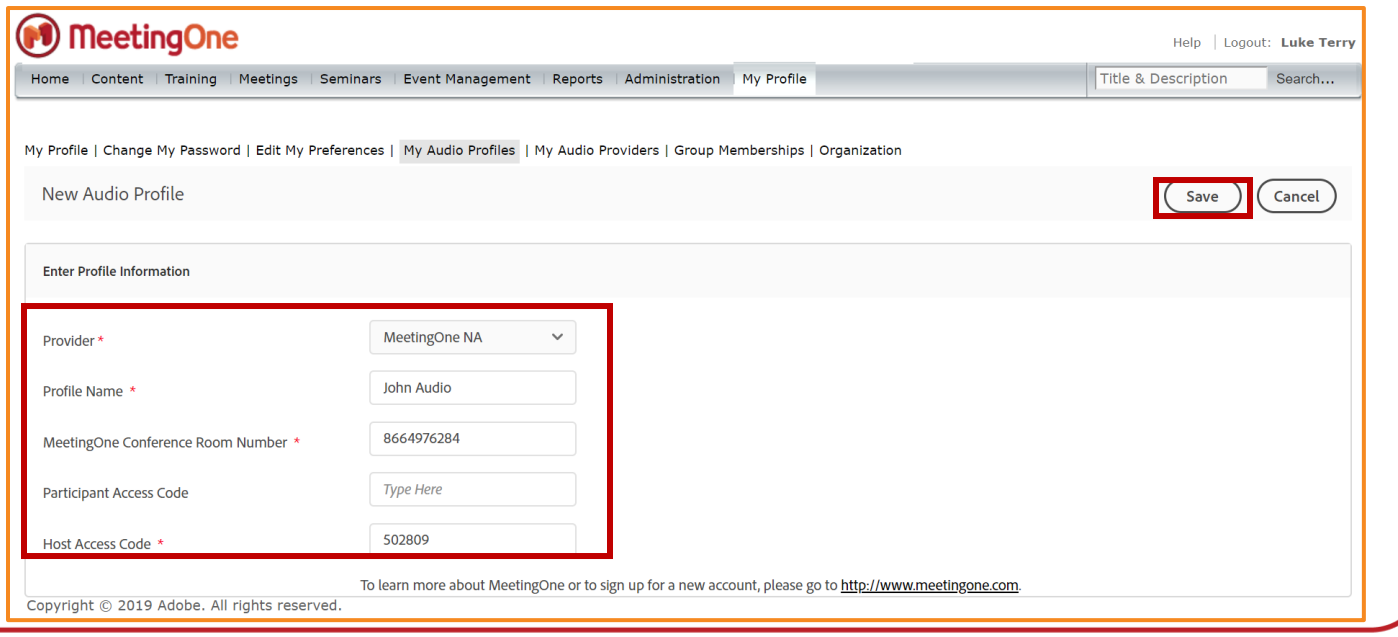
Note: Your Company Amin needs to have enabled MeetingOne Audio

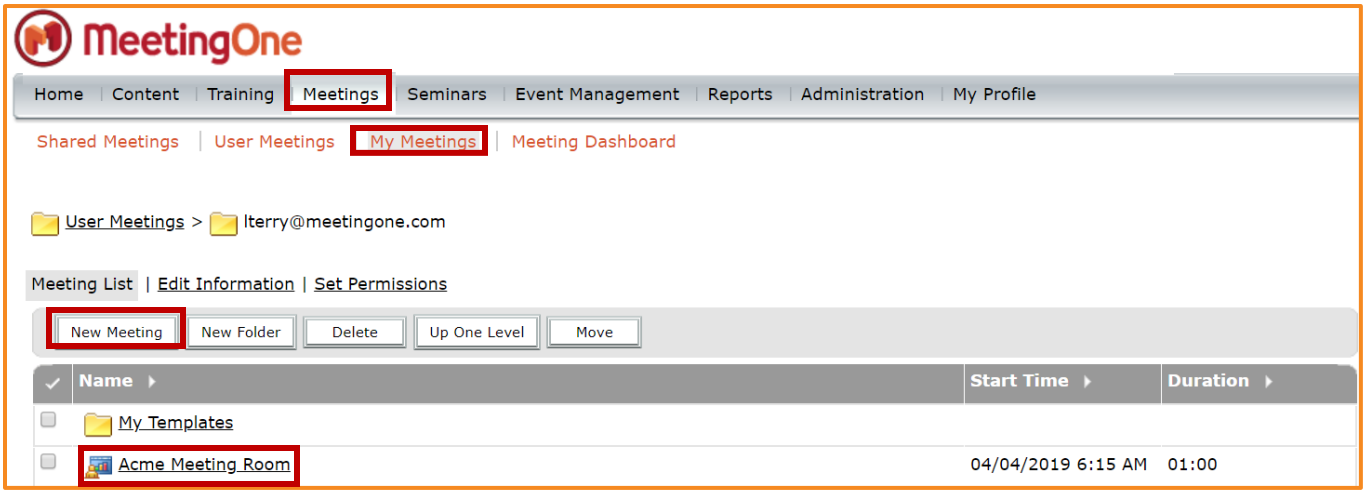
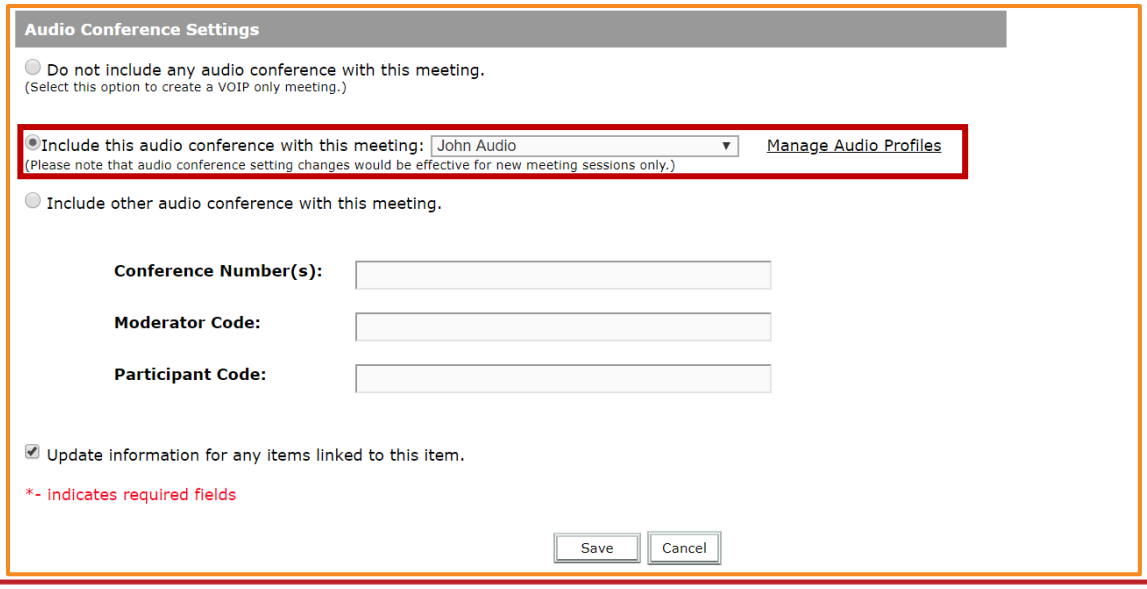
What You Will Need:

- Company's Adobe Connect URL
- Administrator Credentials for Adobe Connect

1. Log into your Adobe Connect URL (i.e. CompanyABC123.adobeconnect.com
2. Click **My Profile**
3. Click **Audio Providers**
4. Click **New Profile**
5. Select **MeetingOne NA** from the provider drop down menu
6. Input
    a. Profile Name (Customizable)
    b. MeetingOne Conference Room Number (Contained in your welcome email)
    c. Host Access Code (Contained in your welcome email)
7. Click **Save**





Audio Profile Setup, continued

8. Click **Meetings**
9. Click **My Meetings**
10. Select an existing meeting room (edit information) or create a new meeting
    a. Fill out/edit the Meeting Information Section
    b. Under the Audio Conference Settings Section:
        i. Select **Include this audio conference with this meeting**
        ii. Select your **Audio Profile** from the drop down menu
        iii. Click **Save** or proceed with creating your meeting
11. Your MeetingOne AudioOne can now be activated in your Adobe Connect Meeting room